

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Establishment – General Administration Department Utilization of Services of (2) Jr. Stenos, (1) Telephone Operator, (1) Record Assistant sponsored by M/s Rajan Travels and Security Services, Hyderabad in GAD on contract basis in General Administration Department for the period from 22-12-2010 to 21-01-2011– Sanction of expenditure of Rs. 31,603/- Orders – Issued.

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GENERAL ADMINISTRATION(OP.IV)DEPARTMENT

G.O.Rt.No. 363

Dated: 25 .01.2011

Read the following :-

- 1) G.O.Rt. No.2501, Fin (SMPC) Department dt:13.07.2006..
- 2) G.O.Rt. No. 3610 GA(OP.IV)Dept., dt.21.7.2010.
- 3) G.O.Rt. No.4195, GA(OP.IV)Dept., dt.21-08-2010.
- 4) G.O.Rt. No.3149 GA(OP.IV)Dept., dt.26.6.2010.
- 5) G.O.Ms.No.3, Fin (SMPC-II) Dept dt:12-01-2011
- 6) From M/s Rajan Travels & Security services, Hyderabad Bill No.RTSS/10-11/420,dt. 22-12-2011, Bill Nos.RTSS/10-11/421,dt. 22-12-2011, Bill No.RTSS/10-11/423,dt. 22-12-2011,

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ORDER:-

In pursuance of the orders issued in the references 1<sup>st</sup> to 5<sup>th</sup> read above, the services of (2) Jr. Steno, (1) Telephone Operator, (1) Record Assistant sponsored by M/s Rajan Travels & Security services, Hyderabad have been utilized in General Administration Department , for a period from 22-12-2010 to 21-01-2011. The Agency has submitted the bills for an amount of 31,603/- for the said period which is inclusive of Service Charges @ 4% Service Tax @ 10.30% besides employees contribution towards EPF @ 13.61%., ESI @ 4.75% and requested to sanction the same.

2. Sanction is hereby accorded for payment of Rs. 31,603/- ( Rupees Thirty One Thousand Six Hundred and Three only) to M/s Rajan Travels and Security Services , Hyderabad, towards remuneration for the services of (2) Jr. Stenos, (1) Telephone Operator, (1) Record Assistant whose services are being utilized in GAD for the period from 22-12-2010 to 21-01-2011.

3. The General Administration(Claims. C ) Department shall draw and disburse the amount of Rs. 31,603/- ( Rupees Thirty One Thousand Six Hundred and Three only) to sanctioned in para 2 above, by way of crossed cheque to the said Company. Certified that the said individuals have attended to duty during the period.

4. The expenditure shall be debited to the Head of Account under "2052 – Secretariat General Services – MH090 – Secretariat-SH(04) General Administration Department – 300 – Contractual services"

5. This order does not require the concurrence of Finance Department as per the rules in vogue.

6. The G.O. is available on Internet and can be accessed at the address <http://www.ap.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

R.SESHARAM SINGH  
JOINT SECRETARY TO GOVERNMENT (GENL)

To  
The General Administration(Claims. C) Department(w.e)  
The M/s Rajan Travels and Security Services,  
The Deputy Pay & Accounts Officer,  
Secretariat Branch, Hyderabad  
SF/SC

//FORWARDED BY ORDER//

SECTION OFFICER